



GOVERNMENT OF  
WESTERN AUSTRALIA

Department of  
Justice

# Prison Officer

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Job Applicant Information and Guide Booklet



Thank you for your interest in the advertised Prison Officer role within the Department of Justice. This booklet will provide you with information as well as guidelines and outlines the steps in the recruitment and selection process. Its aim is to assist you and provide you with every chance of success with your application.

## About the Department of Justice

The Department of Justice formed on 1 July 2017 following the amalgamation of the Department of Corrective Services and the Department of the Attorney General.

The Department comprises Corrective Services, Court and Tribunal Services, the Parliamentary Counsel's Office, Public Advocate, Public Trustee, Registry of Births, Deaths and Marriages and State Solicitor's Office.

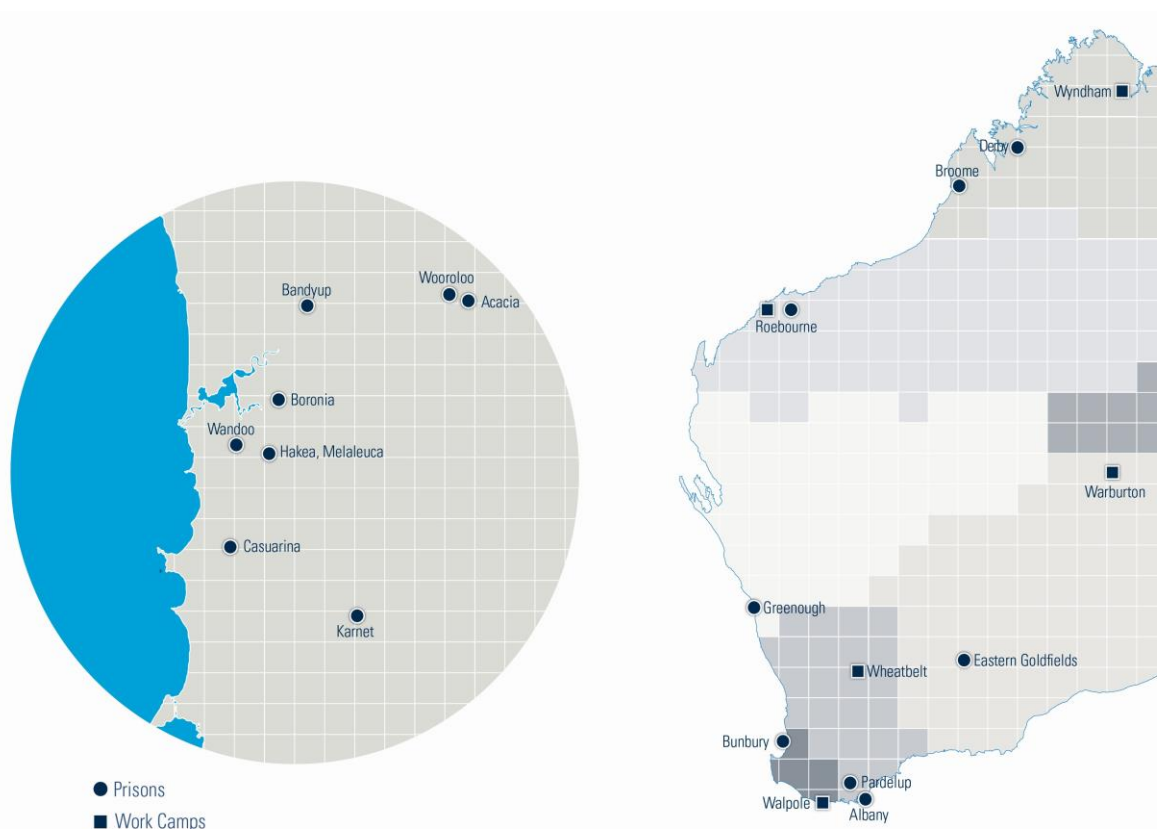
Its mission is to work for a fair, just, and safe community for all Western Australians.

The role of the Corrective Services Division is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences; and positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

## Operating Locations

The Corrective Services division of the Department of Justice maintains the custody of prisoners, and the security and good order of prisons throughout Western Australia. It oversees the assessment and placement of offenders in appropriate prisons for the duration of their sentences.

Corrective Services operates 16 public prisons providing a range of security classifications (maximum, medium and minimum), including eight prisons in the metropolitan area, as well as eight regional facilities (see map below). A further one prison in the metropolitan area is contracted to Serco Australia (Acacia Prison). There are also five minimum-security work camps located in Roebourne, the Kimberley (Wyndham), Eastern Goldfields (Warburton), the Wheatbelt (Dowerin) and the Great Southern (Walpole).



## Roles and Responsibilities

All prisons in WA aim to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provide best possible opportunities for positive change for offenders.

A Prison Officer is responsible for contributing to the safe, secure and efficient operation of the prison and custody of prisoners, duty of care, reparation to the community and reduction in re-offending.

The daily duties will vary depending on the security level of the prison, but may include:

- reception of prisoners and their induction into the prison;
- staffing the various units in the prison including gates and other strategic areas;
- helping prisoners develop a plan which makes the best use of their time in prison;
- supervising prison activities including recreation, industrial and training activities;
- assisting with the vocational training of prisoners;
- written reports, such as incident reports and reports that may be used for legal purposes, etc.

In addition to custodial duties, a Prison Officer needs to:

- build and maintain good relationships with prisoners;
- balance authority with understanding and empathy;
- work with prisoners in challenging situations by diffusing and managing conflicts, act as role models for prisoners, motivate and encourage them to amend their behaviours in line with community expectations; and
- practice cultural respect through working with and alongside Aboriginal people and promote an awareness and understanding of Aboriginal culture to all internal and external stakeholders. On average, around 40 per cent of prisoners in custody in Western Australia are Aboriginal.

## Salary, Entitlements and Benefits

Prison Officers receive a competitive salary, benefits and other employment conditions.

### Salary

**Prison Officer Trainee** (first 12 weeks):

\$66,658 per annum (pro rata) + 10% superannuation

**Prison Officer (Shift):**

\$86,156 - \$98,107 per annum (pro rata) + 10% superannuation

### Flexible Working Conditions

- Prisons operate on a 24 hour roster system, 7 days a week
- 8, 10 and/or 12 hour shift work arrangements.
- Note that all new Prison Officers will commence on 12 hour rosters.

## Leave Entitlements

- Annual leave: 5 weeks
- Annual leave shift: additional 1 week for Prison Officers working shifts
- Personal leave: 140 hours
- Parental leave: 14 weeks paid & 38 weeks unpaid
- Purchased Leave: 2 or 3 weeks
- Long service leave: 13 weeks after 7 years of continuous service
- Cultural leave
- Study leave

## Other benefits

- Salary packaging
- Uniform supplied – including shoes, socks, jackets and hats
- Job security
- Rewarding career
- Promotions and career developmental opportunities
- A workplace that celebrates diversity and fosters inclusion

## Regional benefits

If you are interested in working in a regional area, you may be eligible for additional benefits. These are dependent on the region, but may include:

- Additional annual leave
- Annual leave travel concessions
- Subsidised rental – not applicable to local recruits
- Home ownership scheme – eligibility requirements must be met
- Subsidised utility bills

## Aboriginal applicants

- Dedicated Aboriginal Workforce Development Strategies are in place within the Department
- Access to the Aboriginal Workforce Development team to seek advice on the recruitment and selection process and to discuss developmental opportunities.

The Department of Justice is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community, including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply.

Aboriginal people who wish to apply are invited to contact our **Aboriginal Workforce Development Team** call **(08) 9264 1700** during business hours for culturally appropriate application advice or email [aboriginalworkforcedevelopment@justice.wa.gov.au](mailto:aboriginalworkforcedevelopment@justice.wa.gov.au).

## Information Sessions

Do you have questions that you would like to ask about being a Prison Officer, or want to know more about the recruitment process? Then come along to an information session where you will have an opportunity to learn more about the role, the process, and hear from current staff.

Sessions will be held at the Corrective Services Academy. For applicants that are unable to attend a session in Perth we are offering a virtual session.

As numbers will be restricted at each session, please [register here](#) for your free ticket. When booking your spot, you will need to provide your full name and contact details.

INFORMATION SESSIONS*		
Date	Time	Venue
Wednesday, 6 December 2023	5.30pm – 6.30pm	Corrective Services Academy 2 Allen Court, Bentley
Thursday, 14 December 2023	4.00pm – 5.00pm	Online only TEAMS link available when registering

If you experience difficulty booking online, please contact **Recruitment** on **1800 974 199** or by email at [recruitment@justice.wa.gov.au](mailto:recruitment@justice.wa.gov.au). \*Additional sessions may be arranged.

## Pre-appointment requirements

The following pre-appointment requirements are essential to comply with the *Prisons Act 1981*, Prison Regulations 1982 and applicable Departmental policies and procedures.

Prior to commencement, Prison Officers must:

- ✓ Be an Australian or New Zealand citizen or have Australian permanent residency status
- ✓ Receive clearance through a National Criminal History check and the Department's Integrity Assessment
- ✓ Successfully complete all relevant pre-employment medical, physical readiness testing, psychological testing
- ✓ Successfully complete any other selection assessments as determined by the Department
- ✓ Possess a current C-Class Driver's Licence at a minimum (automatic accepted)
- ✓ Possess a current HLTAID011 "Provide First Aid" qualification, which includes the units:
  - Provide Cardiopulmonary Resuscitation and
  - Basic Emergency Life Support

**Note:** The CPR component must have at least 9 months validity from the date of commencement.

## Prison Officer: Is this job right for you?

This self-assessment questionnaire will help you decide if a Prison Officer role is right for you.

The questionnaire is not designed to fully assess your suitability for a Prison Officer role and is for your use only. Any formal assessment of your suitability will be done throughout the recruitment and selection process.

Ask yourself the following questions truthfully:

No	Question	Yes	No
1	Are you genuinely interested in working with people in custody?	<input type="radio"/>	<input type="radio"/>
2	Do you treat people fairly and without judgment, regardless of their status, background, culture, beliefs or gender?	<input type="radio"/>	<input type="radio"/>
3	Can you adapt your communication and interpersonal skills to suit the people you are working with and the situation?	<input type="radio"/>	<input type="radio"/>
4	Can you think on your feet and solve problems in difficult situations?	<input type="radio"/>	<input type="radio"/>
5	Can you cope with regular routine, often dealing with the same things at the same time on most days?	<input type="radio"/>	<input type="radio"/>
6	Are you prepared to work in an environment where conflict may be a daily occurrence?	<input type="radio"/>	<input type="radio"/>
7	Are you prepared to work in an organisation with a clear rank structure, and observe the chain of command?	<input type="radio"/>	<input type="radio"/>
8	Are you prepared to strictly follow set procedures and policies?	<input type="radio"/>	<input type="radio"/>
9	Are you prepared to do shift work in a closely monitored and restricted environment, for up to 12 hours at a time?	<input type="radio"/>	<input type="radio"/>
10	Are you willing and able to work public holidays (including Christmas and Easter), weekends and nights, with early and late starts?	<input type="radio"/>	<input type="radio"/>
11	Are you committed to maintaining your physical fitness through regular exercise?	<input type="radio"/>	<input type="radio"/>

Did you answer **Yes** to all above questions? This may be a good indication that you should apply to become a Prison Officer!

Did you answer **No** to any of the questions above? You might want to consider whether a Prison Officer role is the right one for you at this time.

*This self-assessment questionnaire is for your use only and there is no need to include the results with your application.*

## How to apply

The method for submitting your application is **online**. Once you have submitted your online application, you will receive an automated email confirmation. The email will include the date and time your application was received and a unique application reference number. The email will also specify which attachments have been submitted with the application (ie CV/resume).

If you do not receive a confirmation email after applying online or if you are unable to submit your application, please contact Recruitment on 1800 974 199 during business hours.

**In order for your application to be assessed, you will need to submit the following:**

- A current and comprehensive **CV/resume**
- During the **online application submission process**, you will be required to address the questions below in detail (responses allow you up to 250 words per question):
  1. Identify what skills or attributes you have that you could use in the Prison Officer role and provide an example of when you have used these skills.
  2. Describe a challenge you faced where you were expected to abide by rules and regulations. What resources did you use to help you manage the challenge.

**Applications close: Friday, 22 December 2023 (4.30 pm WST)**

**Please ensure you allow sufficient time to submit your application,  
as late applications will not be accepted.**

STEP 1: Go to [jobs.wa.au](https://jobs.wa.au) and search by keyword 'Prison Officer'

STEP 2: Click on the 'Apply for Job' button at the top or bottom of the page

STEP 3: Address the online application questions in detail

STEP 4: Attach CV/resume and include all information requested

# Selection Process

## Assessments

To be selected to the Prison Officer Appointment pool, there are assessment stages you must complete successfully. Stages are not necessarily sequential and due to timing constraints; some stages may overlap or may occur in a different order, depending on operational requirements.

Please also note:

- In person assessments will be held in the Perth metropolitan area, and in some key regional locations in Western Australia where possible (i.e. Albany, Broome, Bunbury, Geraldton, Kalgoorlie). You will be notified when assessments are conducted nearest to you.
- Please note - Travel to and from any assessment location is at the applicant's expense.
- Assessments are conducted during business hours (Monday – Friday 8:00 to 17:00). Unfortunately, it will not be possible to offer assessments outside of business hours.
- Notification regarding the outcome of each stage of the recruitment process will be sent to applicants via email. It is essential that you regularly check your emails to monitor the progress of your application. Applicants who are deemed unsuccessful at any stage of the selection process may be excluded from further assessments.
- Applicants will be assessed against all the job-related requirements listed in the Job Description Form (JDF) through a series of selection assessments. The JDF is available as an attachment to the advertisement. Upon successful completion of the selection process, you will be placed into the Appointment Pool for a period up to 12 months, during this time you may be considered for vacancies as they arise.

## RECRUITMENT ASSESSMENTS

*Note assessments may be conducted in any order.*

PRISON OFFICER	SPECIAL OPERATIONS GROUP
<ul style="list-style-type: none"><li><input type="checkbox"/> Application + CV</li><li><input type="checkbox"/> Online Psychometric Testing</li><li><input type="checkbox"/> Physical Readiness Test</li><li><input type="checkbox"/> Interview</li><li><input type="checkbox"/> Medical</li><li><input type="checkbox"/> Psychological Interview (if required)</li><li><input type="checkbox"/> Reference Checks</li><li><input type="checkbox"/> Screening + Integrity Check</li><li><input type="checkbox"/> Decision Panel</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Application + CV</li><li><input type="checkbox"/> Online Psychometric Testing</li><li><input type="checkbox"/> Physical Readiness Test</li><li><input type="checkbox"/> Interview</li><li><input type="checkbox"/> <b>PAI Online Testing*</b></li><li><input type="checkbox"/> <b>Pre-Selection*</b></li><li><input type="checkbox"/> Medical</li><li><input type="checkbox"/> <b>Psychological Interview*</b></li><li><input type="checkbox"/> Reference Checks</li><li><input type="checkbox"/> Screening + Integrity Check</li><li><input type="checkbox"/> Decision Panel</li></ul>

*\*These assessments are SOG specific – see the SOG Information Booklet for more information*

**Hint: Print out to keep track of your assessments!**

## Stage 1: Shortlisting

Your **CV/resume** and detailed **online application responses** incorporating the requested information will be assessed to determine whether you are shortlisted for further assessment. Please ensure that you provide a competitive response to the online questions. Consideration will be given to eligibility requirements as outlined in the JDF and in the job advertisement.

## Stage 2: Psychometric Testing

Psychometric testing is designed to assess your cognitive and psychological suitability for the role, as well as your work style preferences. You will be invited to complete a series of online assessments which includes an aptitude test, situational judgement test, basic computer skills test and a personality questionnaire.

## Stage 3: Physical Readiness Test

Applicants are required to successfully complete all components of the Department's Prison Officer Physical Readiness Test (PRT) and attaining a satisfactory medical clearance from a General Practitioner is a pre-requisite to undertake this assessment. To view a demonstrational video, click on the link: <https://youtu.be/OlbknWJQ-N0>.

Further detailed information about the standards required is outlined in the *Physical Readiness Test Applicants Guide* that is attached to the advert.

**Start preparing now to meet the physical requirements.**

## Stage 4: Selection Panel Interview

A selection panel will ask a series of questions relevant to the role and designed to draw information about your skills, knowledge, and abilities against the job-related requirements (as detailed in the JDF).

The interview will comprise of 25 minutes pre-interview preparation time, during which you will complete a brief written exercise and the interview questions will be provided to you to consider and prepare your responses. This will then be followed by an additional 30 minutes for your interview with the panel. At the end of the interview, you will have an opportunity to ask any questions that you may have in relation to the position.

You should consider the following points in preparation for your interview:

- Be punctual and dress appropriately – neat and professional
- Review and ensure that you understand the role and job-related requirements outlined in the JDF. Reflect on the duties of the role and how they could be carried out
- Consider the job-related requirements and think of specific examples of situations where you can showcase your relevant skills and abilities
- Take time to answer each question and present answers clearly and concisely
- The written exercise requires you to demonstrate your ability to present information in a clear logical manner using correct sentence structure.

## Stage 5: Medical Assessment and Psychological Interview

**Medical assessment**

The duties of a Prison Officer can be physical, and may involve running, bending, lifting heavy objects and being able to navigate obstacles in tight spaces. Prison Officers may need to use self-defence and control or restraint techniques during a critical incident. The medical assessment is therefore designed to assess your overall health status, and whether you have any medical conditions which may impede your ability to safely perform the duties of a Prison Officer.

Aspects of the medical assessment may include (but are not limited to):

- Vision – a binocular vision of 6/9 or better is required. If visual aids are needed, soft contact lenses are preferred as they are not as easily dislodged compared to other visual aids
- Respiratory – a history of asthma will be carefully examined
- Cardiovascular health
- Musculoskeletal health
- Hearing
- General health and well-being

### **Psychological interview**

You will most likely be required to attend an interview with a registered psychologist. Be prepared to answer questions about yourself including your work, family, and social life, some of which may be more personal than you would expect in a normal job interview. Interviews may take up to one hour. It is recommended that you adhere to normal interview protocol, including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area.

Any recommendations from the interviewing psychologist will be considered by the decision panel that will make the final determination of your suitability.

## **Stage 6: Criminal History and Integrity Check**

All Department of Justice employees are required to undergo an integrity and national criminal history check. You will be invited to complete the relevant application online. It is important that you ensure the personal information that you provide is correct, as providing false or misleading information can negatively impact the outcome of your application.

In positions that involve working with offenders, an integrity check may also include investigations into suspension from employment, past employment records and performance, workers' compensation, spent convictions and pending charges.

A previous criminal conviction or pending charge will not necessarily preclude a person from being employed. The Department assesses these on a case-by-case basis.

## **Stage 7: Referee Reports**

You are asked to provide the names and contact details for at least two relevant work-related referees. The Department asks that where possible your referees are previous/current supervisors or managers who can comment on your skills and abilities relevant to the position.

It is important you ensure your referees are aware they may be contacted by the Department and are willing and available to provide a referee report for you.

## **Stage 8: Decision Panel Review**

The decision panel typically comprises various executive and operational stakeholders, human resources personnel, training staff and psychologists. They are responsible for making a holistic

assessment of each applicant's suitability, based on all the information obtained throughout the selection process.

You will be formally notified in writing about the outcome of your application once the selection process is finalised. Notifications for all successful and unsuccessful applicants will be sent via email and will include information on how to seek feedback, which can help you to understand how the panel reached their decision.

## Appointment Pool

If you are deemed suitable by the decision panel you will be placed into an appointment pool. An appointment pool is usually valid for twelve months, during which time you can be considered for the Entry Level Training Program for Prison Officer vacancies when and as they arise. It is important to note that **inclusion in the appointment pool does not guarantee that you will be offered employment.**

If there are more suitable applicants in the pool than vacancies available at any one time, the Department reserves the right to make offers to any applicant from the Appointment Pool. Determining individual appointments will be based upon a range of factors:

- Applicants' locality and preferences
- Availability of vacancies
- Gender / diversity balance as per the Department's Substantive Equality Policy
- Assessment information, where applicable.

Applicants are obliged to notify the Department if an event occurs that they suspect may affect their suitability or eligibility for the position while in the Appointment Pool. For example, an applicant may subsequently obtain a criminal conviction or develop a long-term illness / injury while awaiting an offer of appointment.

The Department reserves the right to reassess any applicant's suitability for the role (eg medical, fitness, criminal history and integrity screening) whilst they are in the Appointment Pool, before making an offer of appointment.

## Entry Level Training Program and Probation

All new Prison Officers commence with a 12-week (paid) Entry Level Training Program (ELTP), which is the first component of a 9-month probationary period. During the ELTP, you will cover topics such as communication skills, the judicial system, welfare skills, cross-cultural awareness, addiction studies, writing skills, offender management, prisoner programs, self-defence, security and emergency procedures and communicable diseases.

ELTP's will be held at the Corrective Services Academy in Perth, and any travel and accommodation costs for regional (local) employees will be paid for by the Department.

Upon successful completion of an ELTP, graduates will continue learning on the job as a probationary Prison Officer whilst also completing the CSC30115 Certificate III in Correctional Practice (Custodial), which is a nationally recognised qualification. During this probation period, you will be required to demonstrate the competent application of specific skills and knowledge within the prison environment, through various formal and informal assessments.

After 9 months, probationary Prison Officers can be recommended for permanency if they receive a satisfactory performance appraisal from the Superintendent and through successful completion of the CSC30115 Certificate III in Correctional Practice (Custodial).

## Other information

### Recognition of Prior Service and Experience

If you have relevant and recent custodial experience as a Prison Officer (or equivalent) in a custodial facility, then you can apply to have your prior service recognised which may increase your salary level once you complete the initial ELTP. At the time of commencement of employment, we can assess the nature and extent of your previous service; training and qualifications, against the requirements for a Prison Officer with the WA Department of Justice (see the attached JDF).

If you have relevant and recent custodial experience in an adult custodial facility, please indicate this in your application.

### Regional information and links

The Department is actively recruiting for immediate vacancies in regions such as:

- Eastern Goldfields Regional Prison (Kalgoorlie – 6hrs drive to Perth)
- Greenough Regional Prison (Geraldton – 4.5 hrs drive to Perth)
- West Kimberley Regional Prison (Derby – 2.5hrs drive to Broome)


To find out more information on the range of activities these areas have to offer, visit [www.westernaustralia.com](http://www.westernaustralia.com).

If you would like to speak to a staff member from one of these three locations, contact [Recruitment@justice.wa.gov.au](mailto:Recruitment@justice.wa.gov.au) and we will forward your details to the relevant prison.

### Have questions?


For questions regarding the role, recruitment and selection process – contact the Bulk Recruitment Team

 [recruitment@justice.wa.gov.au](mailto:recruitment@justice.wa.gov.au)

 1800 974 199

Aboriginal applicants who wish to access culturally competent support – contact Aboriginal Workforce Development.

 [aboriginalworkforcedevelopment@justice.wa.gov.au](mailto:aboriginalworkforcedevelopment@justice.wa.gov.au)

 9264 1700

The Department of Justice is committed to ensuring its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community, including Aboriginal and Torres Strait Islander people, women, and people from diverse linguistic and cultural backgrounds to apply. As such, we will apply Section 51 and may apply Section 27 (2) of the *Equal Opportunity Act 1984*.

